

JOB DESCRIPTION – COUNTY ADMINISTRATOR – COUNTY OF PLYMOUTH

GENERAL STATEMENT OF DUTIES: The County Administrator is the executive secretary of the County Commissioners and the chief administrative officer for supervising all personnel and activities coming under the direct jurisdiction of the Commissioners. The Administrator is appointed by and serves at the discretion of the Commissioners.

QUALIFICATIONS: The County Administrator shall be a professionally qualified person of proven ability who has had substantial involvement with municipal or regional government and is appropriately fitted by education, training, and previous experience in a responsible administrative position to perform the duties of the office. The County Administrator shall possess a bachelor's degree, plus five years municipal administrative experience or the equivalent combination of education and experience.

LINE OF RESPONSIBILITY: Reports directly to the County Commissioners.

SUPERVISION RECEIVED: Reports directly to the County Commissioners and works with little or no supervision while respecting the role of the Commissioners collectively and individually.

SUPERVISION EXERCISED: Provides working supervision over the Commissioners' Office staff and all other employees under the direct jurisdiction of the Commissioners.

EXAMPLE OF DUTIES:

- Responsible to the Commissioners for the proper administration of all of the County's functions and operations that the Commissioners have the authority to control.
- Responsible for supervision, either directly or through department managers, of all employees under the direct jurisdiction of the County Commissioners.
- Responsible for supervision of all facilities and property under the jurisdiction of the County Commissioners.
- Responsible for administration of the annual budget as adopted and approved, and for submission of supplementary recommendations as needed.
- Responsible for the tracking of employees' sick, vacation, personal, or any other leave, and for the submission of payroll records for all County employees under the direct jurisdiction of the Commissioners to the County Treasurer.
- Carries out policies established by the Commissioners or as required by statute or regulation.
- Attends meetings of the Commissioners and recommends such action as may be appropriate.
- Responsible for the agenda of all Commissioners' meetings, proper posting of meeting notices, and proper and accurate records of those proceedings.
- Responsible for maintaining records of the Commissioners in accordance with Massachusetts General Laws Chapter 66, Section 8 or such other statutes and regulations as may be applicable.
- Responsible for producing an annual report on the affairs and finances of the County and publishing it for public convenience, in accordance with Massachusetts General Laws Chapter 35, Section 27.
- Provides liaison for and represents the Commissioners with the Advisory Board on County Expenditures, elected County officials, the General Court, and State and Federal agencies on County matters.
- Represents the Commissioners in labor negotiations and acts as hearing officer, subject to applicable statutory and contract provisions, on collective bargaining matters.
- Represents the Commissioners on public relations and with the media.
- Performs any other associated duties as may be required by the Commissioners.